

**UNIVERSITY OF EDUCATION, WINNEBA**  
**FACULTY OF SCIENCE**  
**DEPARTMENT OF HOME ECONOMICS EDUCATION**

**COURSE TITLE : PRINCIPLES & RESOURCE MANAGEMENT**  
**COURSE CODE : HEC 113**  
**CREDIT : 3**  
**LECTURER : MS. OPHELIA QUARTEY**

**COURSE OUTLINE**

**OBJECTIVES :** By the end of the course you should be able to:

1. Explain the concept of Management
2. Discuss the role of needs, values, goals, standards, events in management.
3. describe the steps involved in the management process and in decision-making
4. Apply the principles of management to the use of time and energy in the home.

WEEK	CONTENT/TOPIC	ASSIGNMENT/PROJECT	REMARKS
1-3	The concept of Management ✓ Definition, scope and purpose of Management ✓ When and how we manage ✓ Qualities of good manager	Read and compile notes	
4-6	Motivation for Management ✓ Needs, values ✓ Goals, Standard ✓ Events ✓ Inter-relationship between values, goals and standards.	Assignment on the relationship between values, goals and standard.	
7	Decision-making ✓ Steps in decision-making ✓ Relationship to Management ✓ Relationships among decisions	Assignment on using the decision-making process to solve problems	Reports to be presented in class in the 8 <sup>th</sup> week.
8-9	Processes of Management ✓ Planning ✓ Implementing ✓ Evaluating	Assignment on practical application of processes in Family Living	To be presented in class in the 10 <sup>th</sup> week

10	Resources: ✓ Identification and classification ✓ Characteristics and their importance in management	Class test on principles of management	
11	Time as a Resource ✓ Concept of Time ✓ Types of Time ✓ Restrictions on the use of time ✓ Managing time	Analysis of individual time use	
12	Energy as a Resource ✓ Explanation of energy ✓ Energy cost of work ✓ Causes of fatigue in the home ✓ Ways of avoiding and lessening fatigue in the home		
13-14	Work simplification ✓ Explanation and purpose ✓ Work simplification techniques ✓ Work heights	Class test on Resource Management in the 14 <sup>th</sup> week	
15-16	End of Semester Examination		

Asare, E. & Quartey, O. (2002) Management Principles: Application to Resource use. Accra: Asquart Publishers.

Bratton, E. C. (1982) Home Management is. Boston: Ginn and company

Nickel, I. P. Rice A. S., Tucker, S. M. (1976) Management in Family Living. London: John Wiley and Sons.

Swanson, B. B. (1981) Introduction to Home Management, London: Collier Macmillan Publishing.